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5-26-61

MEMORANDUM FOR:

25X1

SUBJECT : Electric Typewriters

REFERENCE : Memo. from to D/OL
subject: "Typewriter Procurement",
9 March 1961

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25X1 1. Referenced memorandum and subsequent discussions with Miss staff have resulted in the establishment of the following criteria applicable to the procurement of electric typewriters for DD/P Components, including overseas stations. An exception may be made where a component can demonstrate that the type style is not appropriate for intended usage of the typewriter, e.g., non-official cover correspondence.

2. Electric Typewriters should be equipped with type styles as noted below and with carbon paper ribbon feed:

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<u>Make</u>	<u>Type Style</u>	<u>Code</u>
I. B. M. Royal Remington		

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3. OL/SD is forwarding all DD/P requisitions for typewriters to SSA for technical review and approval. Upon receipt of such requisitions enter on the requisition register, call the Log Officer and advise him of the information noted above. He will usually agree that one of the type styles is acceptable (depending on make of machine). In this case revise the nomenclature on the requisition to reflect "Type style code (as appropriate) with carbon paper ribbon feed". Place a note on lower part of requisition to the effect that the type style is acceptable to the component, for example: "Type style approved by FE/Log". In the upper left corner of the requisition enter "Type style approved" date and

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25X1

SECRET

sign your name. In the event the requisition is from an overseas station do not enter a true name in the lower portion of the requisition but merely state, for example, "Type style approved by FE/Log". On overseas requisitions also enter an additional line item to provide for shipment of ribbon, carbon paper - 24 each.

4. If paragraph 2 above type styles are not acceptable to the requisitioner there must be some justification for procurement of another type style. This is a matter of judgement since the main objective of the program is to produce legible copy of information reports and dispatches (operational) for microfilm reproduction.

5. Enter on the requisition register your comments regarding action taken and forward requisition to OL/DSCB, Quarters Eye.

[REDACTED] (OL/PD) (ext. 2175) can possibly help on details.

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(ASSA- (Logistics)

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